



NEWSLETTER

Bringing personnel news to our City workforce.

Mufi Hannemann, Mayor
City & County of Honolulu

February 1, 2005, No. 05-1

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Department of Human Resources

A DRUG FREE WORKPLACE

All City employees should be concerned about the effects of drugs in the workplace and on society. In 1990, the City issued the Drug-Free Workplace Policy for all employees. It is one part of an overall effort by the City to establish and maintain a drug-free workplace. Employees in federally funded programs covered by the Drug-Free Workplace Act are also covered by the Drug-Free Workplace Policy for Federally Funded Worksites.

The policies emphasize the City's prohibition against the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on City premises or on City time. In addition, the policies encourage employees who have problems or concerns, that may affect their ability to comply with the prohibitions to seek assistance before the activity leads to conviction and/or disciplinary action.

The Federally Funded Worksites policy also requires that an employee report, in writing, to his/her department any conviction for the prohibited activity listed above. The report must be made within five calendar days of the conviction.

All City employees should be familiar with the policy or policies applicable to them. You can get a copy of the policy from your departmental personnel office.

RESPECT IN THE WORKPLACE

All employees have the right to expect a workplace free of discrimination. We have federal, state and city laws that mandate non-discrimination in employment. They are referenced in regulations, guidelines and policies. The bridge between the laws and regulations and our actual workplaces is built on respect. In order for policies to be effective, they must be incorporated into our actions and interactions in the workplace. As employees, we are expected to refrain from conduct that is discriminatory. Some examples of conduct that are inappropriate for the workplace are:

- ✓ Ethnic slurs and racial jokes
- ✓ Use of profanity
- ✓ Putting down another's religion/beliefs
- ✓ Ageist statements
- ✓ Sexually suggestive cards, emails
- ✓ Remarks about a person's disability
- ✓ Making unwelcome sexual advances or requests for sexual favors
- ✓ Physical contact of a sexual nature
- ✓ Remarks, comments, jokes, etc. of a sexual nature
- ✓ Gender-based or sexually abusive language



NOTE: Complaints of discrimination can be made to any supervisor or manager, departmental EEO Coordinator or the City's Equal Opportunity Officer at 527-6847.

This is not meant to be a complete list, but rather a few examples of the kind of conduct that should not be present in the workplace. All employees are reminded that employment discrimination based on any of the following factors is prohibited: race, color, religion, national origin, sex, disability, age, ancestry, arrest and court record, marital status, national guard participation, breastfeeding, assignment of child support obligations, politics, sexual orientation. Retaliation for making a complaint of discrimination is also prohibited and considered a separate violation.

Each of us plays an important part in making sure that the workplace is respectful—a place where all employees, regardless of similarities or differences, are treated with respect and can contribute to our mission of service to the people of the City and County of Honolulu.

GOT A NEW MAILING ADDRESS?

Do you have a new mailing address? Notify your department personnel officer today to ensure important documents are mailed to your correct address. Call today!



SICK LEAVE CREDITS

Protect yourself from loss of income by saving your sick leave and using it only when it's really needed.

Save it. Use it when you're sick or injured. Under current law, accumulated sick leave credits may be applied to your retirement pension. **SAVE IT!**

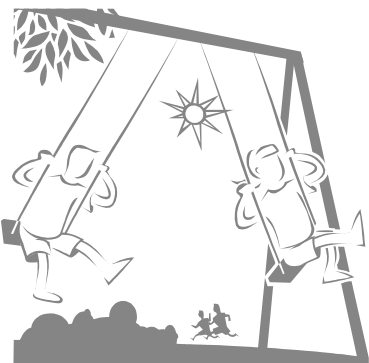


Deferred Compensation 2005

Deferred compensation is a program that allows you to defer a portion of your salary until you retire or leave the City. This is done automatically through payroll deduction.

The maximum contribution for deferred compensation has been increased to \$14,000 for the 2005 calendar year. If you are 50 years old and older you may make additional catch-up elective deferrals.

Employees should contact ING, the City's plan administrator directly if they want to increase their salary reduction amount or start an account. Call **ING at 597-8213**.



2005 Summer Student Employment

You must: Have successfully completed at least one year of college (24 credits) by June 2005, and intend to continue toward an associate, bachelor's or graduate degree; be currently enrolled in college at least half-time, or intend to continue in Fall 2005.

Apply for:

Student Aide II – Recreation - \$7.50

Returning Recreation Aides should apply for:

Student Aide III – Recreation - \$8.50

Applications are available online at:

www.honolulu.gov/parks/studentemploymentprogram.htm or at these locations:

◆ *Department of Human Resources, 650 South King Street, 10th Floor*

◆ *Parks District Offices at: Ala Wai, Makiki, Waipahu and Kaneohe*

For more information, call 692-5854.

CITY & COUNTY OF HONOLULU
An Equal Opportunity Employer

Is your personal and personnel information current?

Review and update, if necessary, the following benefits or other personnel information (or personal information, if necessary):

- **EMPLOYEE'S DESIGNATION OF BENEFICIARY** (BFS-T-02, Rev. 8/03)

This form authorizes the Department of Budget and Fiscal Services to pay the beneficiary all accumulated vacation pay and unpaid wages at the time of the employee's death.

- **EMPLOYEES' RETIREMENT SYSTEM** (Contributory Plan Members Only)

If you are in the Contributory Plan (Classes A, B and D), you may wish to update your beneficiary information for your accumulated contributions. ***This does not apply to non-contributory plan members.***

Both the Employee's Designation of Beneficiary and the Retirement System Beneficiary forms must be signed before a Notary Public. There are notaries in the Department of Human Resources who can assist you with these forms. Please call your personnel office to make arrangements. As an option you may also ask your departmental personnel office to send you these forms; but if you take them to another notary, you may be charged for the service.

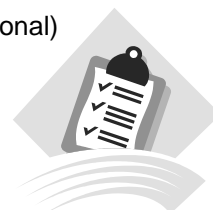
- **Hawaii Employer-Union Health Benefits Trust Fund (EUTF), Aetna Life Insurance Company**

Designation of Beneficiary

If you have life insurance from the EUTF, you may wish to update your beneficiary information.

- **FORM W-4 for the U.S. INTERNAL REVENUE SERVICE and the FORM HW-4 (State of Hawaii)**

Review your withholding exemptions for income taxes. Contact your departmental personnel office for these forms, if needed.



Employees' Retirement System of the State of Hawaii www2.state.hi.us/ers/



Most employees are earning credits in the Employees' Retirement System (ERS) while working for the City. (Generally if you are eligible for health insurance benefits from the City, you are earning ERS credits.) If you are one of these employees you may be interested in the website the ERS established for its members. Some of the areas covered by the website are: the hybrid plan summary, general information for contributory and non-contributory members, information for prospective retirees, a benefits calculator, forms and reports. The website can be a useful tool, however, **if you are making any life decisions based on the information provided on this site, you must confirm that information with the ERS to avoid any problems.**

City Job Information On-Line



<http://www.honolulu.gov/hr/index.htm>

Visit our website and click on the "JOBS" link to view our current job opportunities and apply on line.

For promotional job opportunities, click on the "PROMO JOBS" link and scroll down to view promotional opportunities for City employees.